



# Terms & Conditions

**Function:** Old Bar Beach Festival

**Date:** Saturday 29th & Sunday 30th September 2018

**Time:** 8.00am to 4.00pm

Commercial Food Stalls may extend hours on Saturday to 8pm

**Venue:** Old Bar Sporting Fields – Eastern End, Old Bar Road, Old Bar NSW

**Enquiries:** [coordinator@oldbarbeachfestival.com.au](mailto:coordinator@oldbarbeachfestival.com.au)

## General

**Refunds:** Please note there are no refunds due to poor weather.

**Advertising:** The festival will be promoted through television and local & regional newspapers and social media. Attendances are expected to be approximately 30,000 visitors.

**Photography:** The organisers may photograph and use photos of all events and participants at the Festival. These photos may be used in the promotion of the Festival and the local Community in any manner (including but not limited to promotion, marketing and merchandising) in all media.

**Animals:** No animals are allowed on site.

**Code of Conduct:** Please note that this is a community event with a festive atmosphere. There are many stall holders and events involved in this project with numerous people to coordinate. While the volunteers do endeavour to set things in such a way to maximize the smooth movement of people through the premises, we ask that you cooperate with volunteers and remain patient and polite on the day. Rude and aggressive behaviour will not be tolerated. There are no refunds for anyone asked to leave on the day due to poor behaviour.

**Rubbish and Recycling:** The Committee requests that all sites are left neat and tidy. All rubbish must be removed from sites and placed in the appropriately marked glass, cardboard and rubbish skip bins located near the amenities block. Failure to comply with this request could lead to a cleaning fee and possible exclusion of market attendance in the future.

**Disclaimer:** Whilst all care is taken by the organisers, the organising Committee of the Old Bar Festival Inc. accept no responsibility for any loss, injury or damage suffered by the Event participants during the Festival.

**Privacy Clause:** Old Bar Beach Festival Inc. will use information gathered for statistical, reporting and contact purposes, no personal information will be disclosed to third parties without the express consent of the individual.



## **Market Stall Holders**

**Cost Per Market Stall:** \$300 per unpowered site for both days.

**Stall Sizes:** Market Stalls: 6m x 6m

**Set up Time:** 5.30 am – 7.30 am – stalls are to be ready for an 8.00 am start.

There is no set up of markets stalls on the Friday before.

Application forms will not be received after **Friday 3<sup>rd</sup> August 2018**. You are encouraged to apply early as stall sites are expected to fill quickly.

This is an outdoor event and you will need to provide your own shelter, tables and chairs. Please also ensure that you take the appropriate measures in case of rain or wind. All marquees must be pegged or weighted down

Once set up, stall holders are expected to be open and available for the whole day. Stall holders are expected to be present for both days. Make sure you have enough stock to cover both days. Failure to comply, will result in exclusion from future events.

Stallholders are not entitled to assign, share or sublet all or part of their site without written consent from the markets co-ordinator.

Market stalls must not sell food or drink that could be consumed on site. Please contact the coordinator on 0438 406 652 for clarification.

Numbers of stall holders within categories may be limited, to provide an interesting and varied selection of stalls.

Stallholders are not to sell second hand goods, please call for clarification.

**Payment:** Please make bank cheques/money orders payable to: Old Bar Beach Festival Incorporated and send to **PO Box 305, Old Bar NSW 2430**. **Direct Deposit:** Applications may be received by email or mail requesting a direct deposit reference number and bank details. Your application will not be processed until payment is received.

**Parking and vehicle movement:** The stall size includes space for your vehicle. Should your vehicle not fit in the space, you will be required to unload and park in other approved areas. Should this not be sufficient space, you have the option of applying for 2 stalls. Please note that often cars with trailers will not both fit in a **6m x 6m** space. You are welcome to leave your trailer on your stall site for easy loading/unloading and park your car in other designated offsite areas.

No motor vehicle may enter or leave the market or food area between **7:30am and 4pm**

All vehicles must be escorted by a festival volunteer *AT ALL TIMES*

**Stall Site Boundaries:** Stallholders shall not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stall holders to encroach onto the walkways with their racks, signage or displayed goods.

**Cancellations:** No refunds are available if a stall is cancelled within three weeks of the event.



### **Commercial Food:**

Allocations are **by invitation** after expression of interest and selection by Old Bar Beach Festival Committee.

Fees for food vendors are as shown on the appropriate forms.

Categories of food vendor are defined as:

**Commercial Food Vendors** sell meals and beverages, and

**Commercial Food Van** sell snacks, beverages, and/or confectionary.

If further clarification is required, contact the coordinator on 0438 406 652

Expression of interest must be received with payment prior to **Friday 18<sup>th</sup> May 2018**. You will be notified after this date whether you have been successful or unsuccessful.

**Payment:** You do not need to send in a payment with a Commercial Food Expression of Interest. If you receive notification of a successful submission, you will be instructed to pay within 10 days. Failure to pay within the allocated time, will result in cancellation of the offer and the site will be offered to someone else.

**Parking and vehicle movement:** The stall size you stated on the form should include space for your vehicle. Should your vehicle not fit in this space, you will be required to unload and park in other approved areas.

No motor vehicle may enter or leave the market or food area between **7:30am and 4pm** including vehicles for service or supply to food stalls. Food vendors may request the assistance of festival volunteers to transport supplies to a food stall.

All vehicles must be escorted by a festival volunteer *AT ALL TIMES*

**Food Safety:** You must comply with all Food safety and handling guidelines.

**Trading Hours** You must be ready to trade at 8am, you are strongly encouraged to stay open into the evening on Saturday, while music and fireworks are on. Sunday trading will finish at 4pm. You must be available for both Saturday and Sunday trading.

**Cancellations:** No refunds are available if a stall is cancelled within six weeks of the event.



## Safety

**Definitions:** “Participants” includes stall holders, food vendors, exhibitors and amusement vendors. “Stall” is any area allocated to a participant.

**Chemicals:** If participants have hazardous chemicals on hand, such as cleaning chemicals or fuels, a Safety Data Sheet (SDS) must be held on site and appropriate PPE must be worn while handling or exposed to the chemical.

**Animals:** No animals are allowed on site.

**Fire:** participants with hot oil or naked flame must have an appropriate fire extinguisher and fire blanket available and in a conspicuous location in the stall.

**Food Safety:** Participants handling food must comply with food safety management legislation and Council requirements.

**Gas:** Gas bottles must have current test dates displayed and must not be more than 10 years old.

**Electrical:** Electrical leads and equipment must be in good working order with no damage that may cause a hazard and must have current test tags. Leads are to be located out of trafficable/pedestrian areas and/or be covered. E.g. Rubber matting over lead on ground.

**Housekeeping:** Participant equipment, products and signage is to be contained within the marked site area and be out of trafficable/pedestrian thoroughfares. Good “housekeeping” practice (tidy as you go), must be adopted. All marquees and tents are to be pegged or weighted down. Guy ropes are to be flagged and pegs protected.

Glass breakage and spills must be cleaned up immediately.

**Health and Safety:** Participants must take reasonable precautions to ensure their own safety and that of patrons. Participants must also comply with Work Health and Safety (WHS) legislation.

**Smoking:** No smoking on site, please be considerate of other participants and visitors.

**Compliance:** Participants must comply with all directions given by the Festival management and obey all safety and warning signs.